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The Friday Letter

December 1, 1978

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This Week

Assistant Secretary Foreman signed final regulations for 14 pilot workfare projects -- one urban and one rural area in each of the FNS Regions. The Food Distribution staff is complimented by Secretary Bergland and Assistant Secretary Foreman. You'll find the details of these and other matters of interest to you on page:

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(The Editor of the Friday Letter is Alma Holland.)
(Typing of this issue was done by Dreama Blackwell.)

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PROCUREMENT SECTION
Alphabetical Serial File

Pilot Workfare Locations for Food
Stamp Recipients Sought

(By Beverly Wooten)

Fourteen pilot projects will be conducted in one urban and one rural area in each of our seven Regions, Assistant Secretary Foreman announced this week. In each project area, able-bodied food stamp recipients aged 18 to 60 will be required to "work off" the value of the food stamps they receive.

Cities, counties and other political subdivisions that already sponsor public service employment programs or have demonstrated an ability to operate such a program are eligible to conduct the projects.

Potential sponsors must submit an application within the next 45 days if they want to operate a workfare pilot project. Potential sponsors should send their application to the Deputy Administrator, Family Nutrition Programs, FNS, USDA, Washington, D.C 20250.

The Food Stamp Act of 1977 specified that the workfare projects be carried out in one urban and one rural area in each of the seven Regions. The projects will be administered jointly by the Department and the U.S. Department of Labor, and are scheduled to begin in the spring in conjunction with new food stamp eligibility rules.

Final regulations on the projects were published in the November 28 Federal Register.

Congratulations to Food Distribution Division

Following is a memorandum to Administrator Straus from Assistant Secretary Foreman:

"Speaking about the commodity distribution program at the close of the CCC board meeting, the Secretary said, 'Mr. Straus, I would like to congratulate you and your colleagues for resourceful management of this program. I think this is an excellent way to run the government's business.'

"I would like to add my thanks and express my appreciation to all of the FNS staff involved, including the people out in the regions, for a job well done. Too often, we only hear about things going wrong and we should recognize the effort these people have devoted to making things go right routinely.

"Again, my congratulations and thanks. Please pass the Secretary's and my compliments on to the people in food distribution."

News Release Issued This Week

November 27 - 14 Pilot Workfare Locations for Food Stamp Recipients Sought

Food Stamp Regulations Training

The Midwest Regional Office held a training session in Chicago on November 14 and 15 for the six States in that Region. Carol B. McLaughlin of the Office of Community Liaison in Legislative Affairs and Public Information was invited to assist Frank Johnson of the Midwest Region's Information Staff and Victor Omelczenko, the Midwest Region's outreach coordinator, in training the State agencies in the transition outreach requirements for the food stamp program regulations.

In attendance were State outreach coordinators, information specialists and invited representatives of advocacy groups. The session included discussions on State and federal responsibilities and ways that the States and FNS can work together to inform participants and the general public of upcoming program changes. It also provided the attendees with an opportunity to discuss their concerns and to share their opinions with each other.

Speaking Schedule for the Secretary, Assistant Secretary, and FNS Officials

BERGLAND		Secretary
Dec 4 78	Washington, DC	Federal Farm Credit Board's 25th Anniversary
Dec 5 78	Washington, DC	Foreign Agricultural Attaches
Dec 7 78	Nashville, TN	TVA Signing Ceremony
Dec 8-10 78	Memphis, TN	Mid-Term Democratic Party Conference
Dec 13 78	Phoenix, AZ	American Sugarbeet Growers Annual Meeting
Dec 14 78	St. Louis, MO	National Farmers Organization National Conference
Dec 20 78	Washington, DC	National War College, Ft. McNair
Jan 31 79	San Francisco, CA	National Association of Wheat Growers
Feb 21 79	Houston, TX	National Rural Electric Coop
Feb 22 79	Washington, DC	USDA Triangle Club
FOREMAN		Assistant Secretary
Jan 9 79	Eau Claire, WI	Agriculture/Farm Forum sponsored by District 1 Technical Institute
Mar 26-27 79	Burlington, VT	George D. Aiken Lecture Series
FNS OFFICIALS		
Dec 4-6 78	Chicago, IL	Joan Luck. National Dairy Council Meeting
Dec 5 78	Boston, MA	Lewis B. Straus. Food Procurement Workshop
Dec 18-20 78	Denver, CO	Gene Dickey. Regional Administrators' Meeting

Organization Meetings

Out this week is the December first edition of the monthly "Organization Meetings Schedule" which serves to coordinate FNS participation in meetings -- speaking engagements, panel discussions, and exhibits or displays.

Alma Holland, who coordinates this Schedule, has listed several meetings of interest to us. If you plan to attend any of these, or if you know of any others that should be listed, please let Alma know. We need the name of the organization, where it is meeting, and when. Also (if available), the estimated attendance, whether the scope is national, State or regional, and the main interest or theme. For the next issue of the Organization Meetings Schedule, please send your memos to the Office of Legislative Affairs and Public Information by the close of business Thursday, December 14.

Milestones - FNS Publications

(By Matilda Oden)

November 27, FNS-165, Evaluating the Health Benefits of the Special Supplemental Food Program for Women, Infants and Children: To Printer.

November 27, FNS-191, Food Stamp Certification Video Tape Training Script: To Printer.

November 29, PA-1176, The Cashier Training Manual: To Printer.

November 29, FNS-110 (Alaska), Official Food List for Alaska: To Printer.

November 29, PA-1181, A Guide for Law Enforcement and Regulatory Agencies: To Printer.

November 29, FNS-110, Official Food List: To Printer.

November 29, PA-1221, Food Stamp Program -- A Guide for Retailers: To Printer.

SPECIAL NUTRITION PROGRAMS

Gene Dickey
Deputy Administrator

SCHOOL PROGRAMS DIVISION

Margaret Glavin
Director

State Plan Guidance

State Plan Guidance will not be available in November as originally planned since we have not yet received the Committee on Evaluation and Information Systems (CEIS) clearance of the Guidance. We are attempting to meet with CEIS at the earliest possible date, but do not at this time anticipate their clearance before mid-December. Please inform State agencies of this delay.

Report on Lawsuits

This is a reminder that your next report on lawsuits is due by December 30, 1978. We will then follow up with the consolidated nationwide report on January 15, 1979.

We will appreciate your efforts to provide us with your reports on a timely basis.

State Plan Regulations

A finalized State Plan regulation, currently being drafted, is expected to be published in early January. As a result of the Charette lawsuit, the court has ordered USDA to issue regulations requiring States to include in State Plans their definitions of schools needing the Breakfast Program. This will formalize what we have already done in State Plan Guidance over the past two years. Looking beyond the immediate need of complying with the court order, a more extensive proposed regulation concerning State Plans will be published early in the new year.

Competitive Foods Issue

The Department is planning to hold three public meetings on the competitive foods issue in late January and February of 1979. These meetings will be held in Nashville, Tennessee; Detroit, Michigan; and Seattle, Washington. The Department will be withdrawing the April 25, 1978 proposal at the same time that the notice on the public meetings is printed in the Federal Register. We expect it to be printed around mid-December.

New Employee

On November 20, George C. Rogers of the Mountain Plains Regional Office joined the School Programs Division as Branch Chief of the Program Analysis and Monitoring Branch. We in School Programs Division welcome George and his family to the Washington area.

(Typed by Barbara Binder)

CHILD CARE AND SUMMER PROGRAMS DIVISION

Jordan Benderly
Director

Management and Administration Plan - SFSP

Copies of the guidance for the 1979 Summer Food Service Program Management and Administration Plan (MAP) were mailed to all FNS Regional Offices. If your Region has not yet received copies, please notify the Washington Office immediately. You may contact Jacqueline Williams on 447-8430.

1979 Summer Program Regulations

The clearing process for the final Summer Program regulations will begin on December 11, 1978. Over one hundred sets of comments on the proposed regulations have been received from concerned organizations and individuals. A summarization of the comments is being prepared.

Summer Program Handbooks and Forms

Drafts of the handbooks scheduled to be used for the 1979 Summer Program are due December 11, 1978. FNS-80 (Agreement), FNS-81 (Application for Participation) and FNS-81-1 (Site Information Sheet) are in the process of being cleared through the Department. Draft copies of these forms are being forwarded to the Regional Offices for additional comments. Changes are allowable before the forms go to the printer, and we urge you to submit any essential comments as soon as possible.

Personnel

Bob Eadie, formerly of the New England Regional Office, will be joining the staff of the Policy and Program Development Branch in Washington as the new supervisor of the Policy Section. We are looking forward to having him as part of our staff.

Karen Theresa Liverpool joined the Division's clerical staff on November 22. She is under the Stay-in-School Program and will be working part-time in the Director's Office. Karen is a junior at Eastern Senior High School and is a native of D.C.

SUPPLEMENTAL FOOD PROGRAMS DIVISION

Jennifer Nelson
Director

Meeting on National ADP Model

Recently, responsibility for further development of the National Automated Data Processing (ADP) Model was transferred to the Regional Offices. To assure a uniform understanding of the System a meeting was held on November 28 and 29 in Denver, Colorado, with Regional Office representatives and staff from the ADP Division and the Supplemental Food Programs Division. Discussions at the meeting centered around the status of the System's implementation, revisions in the general and detailed design manuals, options available and the capabilities of the System. From reports we have obtained, the meeting was well received and very productive. (Prepared by Debbie McIntosh)

(Typed by Laurie Hickerson)

NUTRITION AND TECHNICAL SERVICES DIVISION

Arvid E. Dopson
Acting Director

Reorganization of NTSD

We have just completed a reorganization of the NTSD. We have established two branches--a Technical Services Branch (TSB) and a Nutrition Education and Training Branch (NETB). The TSB is broken into three sections--a Food Science Technology Section, a Nutrition and Food Service Management Section and a Surveys and Evaluation Section. The NETB is broken into two sections--the Program Administration Section and a Nutrition Education and Training Section.

We have made a number of temporary assignments. Henry Rodriguez will be Acting Branch Chief of TSB and under that Branch, Bernie Alexander will be Acting Section Head of the Food Science Technology Section, Virginia Wilkening will be Acting Section Head of the Nutrition and Food Service Management Section and Les Powell will be Acting Section Head of the Surveys and Evaluation Section.

Joan Luck will be Acting Branch Chief of the NETB and under that Branch, Jesse Majkowski will be Acting Section Head of the Program Administration Section and Marcia Gibney will be Acting Section Head of the Nutrition Education and Training Section.

A functional statement for each Section is being prepared and should be available early next week.

Nutrition Education and Training Program - State Plan Amendment for FY '79 Funding

Approval has been received from the Committee on Evaluation and Information System (CEIS) for the FY '79 State Plan Guidance for the Nutrition Education and Training Program. A copy of the FY '79 State Plan Guidance has been mailed to each State Coordinator except in the New England Regional Office. The New England Regional Office will distribute the Guidance to their States. Copies of the Guidance are being forwarded to each of the Nutrition and Technical Services Regional Directors.

(Typed by Catherine M. Brown)

FOOD DISTRIBUTION DIVISION

Darrel E. Gray
Director

Meeting - Title III Nutrition Program for the
Elderly (formerly Title VII)

We held an orientation session with Sharon Loving, Bob Stovenour and Paul Dahlstrom of the newly reorganized Washington office, Administration on Aging, on November 28, 1978. At their request, we provided them with a briefing on food distribution functions in Title III. We discussed mutual program problems and concerns and set the basis for future meetings. We look forward to using these dialogues to keep up with trends in the program and to resolve problems we may face with Title III.

(by William Andrews)

Advisory Council Docket

A proposed rule implementing the State Advisory Council provision of P.L. 95-166 is in the final approval stages within the Department. We expect the proposed rule to be printed in the Federal Register within the next three weeks. This proposed rule will outline the responsibilities and the makeup of the Advisory Councils. Once this rule has been published, we will immediately forward copies to each Regional Office.

Food Distribution Regional/State Workshop

Final preparations are being made for the Food Distribution Regional/State Workshop to be held on December 12, 13 and 14. The agenda has been sent to all Regional Offices and the State agencies representing each Region. The major agenda items include Title III, processing contracts, charitable and correctional institutions and planned purchases. We have also set aside considerable time to discuss problem areas and concerns of the Regional Offices and State distributing agencies.

(by Lynn Howe)

Nutrition Programs for the Elderly

The Food Distribution Division is currently doing the preliminary paperwork so that Nutrition Programs for the Elderly will receive their cash entitlements as soon as funds are made available. The first payment will be for the first and second quarters of FY 1979.

(By Virginia Ross)

Commodity Round-up

The commodity round-up will not be printed in the Friday Letter, this or subsequent weeks. However, the information will continue to be sent to the Regional Offices for their information and dissemination. Instead of the round-up, we will highlight certain commodities or program actions during the week. If you feel that the round-up served a useful purpose as part of the Friday Letter and wish to have it reinstated, please let us know.

Mozzarella Cheese

The Agricultural Stabilization and Conservation Service announced this week that they were able to purchase an additional 201,600 pounds of mozzarella cheese for shipment December 16 through January 31. Additional purchases are planned for the last half of January and February.

(By Dale Wingo)

OEO Summer Camp Survey Project

As you may recall, the Office of Equal Opportunity (OEO) conducted a summer camp civil rights compliance survey during June-August 1977. This survey was made in all Regions except the Mountain Plains Region, and a copy of the survey report, which contained several recommendations, was provided to each affected Program Director by this Division.

OEO conducted followup reviews during May and June 1978 to determine whether recommendations contained in their 1977 summer camp survey report had been implemented by camp sponsors. As a result of the 1978 negative review findings, additional action will be required of all concerned.

You will soon be provided with further information.

(By Jim Coady)

(Typing by Janie V. Harris)

ASSOCIATE ADMINISTRATOR VISITS THE MIDWEST REGION



On a recent visit to the Chicago area, Barbara Coleman, Associate Administrator of the Food and Nutrition Service, took the opportunity to meet with members of the Midwest Regional Office concerning various issues facing the Agency and the Department. During her 2-day visit, Ms. Coleman also met with the program directors and their staff members, and with members of the Federal Women's Program and EEO.



ASSOCIATE ADMINISTRATOR

Barbara Coleman

ADMINISTRATIVE SERVICES DIVISIONFrank Gearde, Jr.
DirectorApproved FNS Directives

The following FNS directives were approved:

<u>Number and Title</u>	<u>Date Signed</u>	<u>Distribution</u>	<u>Scheduled Distribution Date</u>
<u>FNS Instruction</u>			
445-1, Rev. 1, Time and Attendance Reporting, Exhibit A revised	11-22-78	AD, F4 All Timekeepers	11-29-78

FNS Notice

79-17, Orientation Program	11-24-78	AD(Wash., D.C.) All Supervisors	11-30-78
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(Prepared and typed by Sheri Ackerman)

FAMILY NUTRITION PROGRAMSNancy M. Snyder
Deputy AdministratorWorkfare Regulations Published

On Tuesday, November 28 the Final Rule and Notice of Intent for the Food Stamp Workfare Demonstration Project were published in the Federal Register. The project is designed to test the feasibility of requiring certain able-bodied, food stamp participants to work-off the value of the food stamps they receive. The 1977 Food Stamp Act calls for workfare projects to be carried out under the joint supervision of USDA and the Department of Labor in one urban and one rural area in each of the seven Food and Nutrition Service Regions. An evaluation report is required to be submitted to the Congress by October 1980.

Along with the Federal Register Notice of Intent soliciting sponsors for the workfare pilot projects, we are preparing letters for Secretary Bergland's signature to the Governors of all the States, Mayors in cities having general assistance workfare programs, and other private organizations and groups, who may be interested in sponsoring a project. The letters provide basic information about our plans for the pilot projects and include a copy of the regulations. Potential sponsors must submit an application within 45 days of the final rulemaking if they are to be considered.

(Pat Hagen)

DEPUTY ADMINISTRATOR NANCY SNYDER LOOKS AT FOOD STAMP DEMONSTRATION PROJECT IN CALIFORNIA

On September 1, the Department of Agriculture announced regulations authorizing California to conduct a food stamp demonstration project known as the California SSI Conversion Project.

The demonstration project was proposed as a result of changes in supplemental security income (SSI) benefit levels due to Proposition 13, and the loss of "cash-out" status for the over 600,000 SSI recipients previously ineligible for food stamps.

Working together, California and FNS developed the project to bring the State's SSI households into the food stamp program. The project uses the Social Security Administration's master computer tape as the verification source for income. This, coupled with elimination of the purchase requirement, the new program requirements and mail-in applications, meant that the 260,000 SSI recipients that applied and were certified as eligible for the program could receive benefits through the mail without ever having to visit a certification office.



Toll-Free Lines

As a result of mass mailings to SSI households, thousands of recipient inquiries were received on the State's toll-free hotlines. At one point the State responded to nearly 2,000 recipient calls in a day.

Applications Corrected

Many of the applications received through the mail were not legible or had incorrect data. State employees used micro-fiched SSI records to correct most of the applications.



Ready to Mail

Haze Bergeron (second from left) explains how the envelopes for mailing coupons directly to recipients are prepared as Jack Boozer (left), Dick Mellinger and Nancy Snyder watch. Bergeron owns the company with which California contracted for direct mail of coupons. His transaction fee is about 65 cents per mailing.



Food Stamp Videotapes Prove Highly Popular

We have scheduled the first of what may become a series of viewing sessions on the new food stamp certification training videotapes which we sent out October 23rd to all Regional and State Offices. The session is scheduled for Tuesday, December 5 between 10:30 a.m. and 3:30 p.m., at the FNS Personnel Training Center in Washington. The session consists of 17 segments and lasts four hours. Additional sessions will be scheduled as interest demands.

We are extremely pleased with the positive response on the tapes not only from State and county officials, but Congressional and other federal offices as well. California, for instance, plans to reproduce 60 copies for distribution throughout the State, and the Department's Office of Personnel is considering the tapes as a model for a training package on the new Civil Service Reform Act. We also heard from Pennsylvania, Indiana and Oklahoma needing more copies.

In order to accommodate the growing number of requests we are receiving for additional sets of the tapes, we have arranged for short term loan-outs of master tapes for local reproduction and return to FNP. We are also distributing one additional set to each Regional Office. For additional information on the tapes or the scheduling of future viewing sessions, contact or call Bill Tlucek, Acting Director, Performance Reporting Division, FNP, telephone 447-8360.

(Bill Tlucek)

Retailer-Wholesaler Regulations

On November 28 and 29 representatives from the Regional Offices met with members of the Federal Operations Division to discuss the implementation of the retailer-wholesaler portions of the Food Stamp Act of 1977. Regulations governing these provisions are effective January 1, 1979. Also in attendance were representatives from the Administrative Review Staff, the office of the Deputy Administrator for Regional Operations, Central Accounting Division, Administrative Services Division, and Automated Data Processing Division.

The meeting provided an opportunity to discuss and resolve several crucial issues including the reevaluation of all firms in accordance with the 50 percent staple foods provision and the provision for assessing a civil money penalty in lieu of a disqualification period. We are now proceeding to review implementation guidelines based on comments received at the meeting. Any additional comments regarding these guidelines should be forwarded to the Federal Operations Division by December 15, 1978.

(Anne Sherriff)

(Typed by Sandy Hebert)

FOOD AND NUTRITION SERVICE TRAINING CENTER



Two workshops in "Personnel Management for Supervisors" were conducted by Bill Sherriff at the Training Center in Fiscal Year 1978. Due to the number of applicants, the course will be offered again December 13 and 14 from 9:30 to 3:30.

Bill uses lecture, discussion, and simulation techniques to provide participants with an understanding of the basic principles of federal personnel management. Supervisors may substitute this training as part of the 40-hour mandatory training required by the Civil Service Commission.

Send completed Form AD-281, Request, Authorization, and Record of Training, to Human Resources Development Branch, Room 704-GHI Building, by December 4.

JOB OPPORTUNITIES

FNS Personnel Offices are making active efforts to fill the following vacant positions. To be considered for an announced position, FNS employees must submit an up-to-date SF-171, Personal Qualifications Statement, to the appropriate personnel office. If you are interested in a listed position in a Regional Office, apply to the Regional Office. If you are interested in a listed position in Washington, apply to the Employment Branch, Personnel Division, Food and Nutrition Service, U.S. Department of Agriculture, Washington, D.C. 20250. Please note vacancy announcement numbers have been included in this listing for your information. However, this is a vacancy summary and not an official vacancy announcement. Official vacancy announcements are available on designated bulletin boards at the appropriate Regional or Headquarters Office or by contacting the issuing office.

NOTE: In line with the President's economic message, there is a temporary freeze on all hiring, promotions (except career promotions) and transfers within FNS and from outside of the Agency.

NUMBER OF VACANCIES	POSITION AND GRADE	NUMBER AND CLOSING DATE	LOCATION OF POSITION
<u>WASHINGTON, D.C.</u>			
1	Compliance Specialist GS-301-5/7/9 (Promotion Potential to GS-9)	78-213 12-11-78	FOD (Com. Br., Dallas, TX)
1	Compliance Specialist GS-301-5/7/9 (Promotion Potential to GS-9)	78-214 12-11-78	FOD (Com. Br., San Diego, CA)
1	Compliance Specialist GS-301-5/7/9 (Promotion Potential to GS-9)	78-215 12-11-78	FOD (Com. Br., Oakland, CA)
1	Compliance Specialist GS-301-5/7/9 (Promotion Potential to GS-9)	78-216 12-11-78	FOD (Com. Br., Lakewood, CO)
1	Supervisory Personnel GS-203-6/7 Assistant (Detail NTE 120 days)	78-218 12-11-78	PED
1	Accounting Officer GS-510-15	78-219 12-26-78	FMRD
1	Public Info. Specialist GS-1081-13	78-220 12-18-78	LAPI
1	Secretary (Steny) GS-318-6 (Promotion Potential to GS-7)	78-221 12-18-78	PP&E (Policy Development Br.)
1	Secretary (Steny) GS-318-6	78-222 12-18-78	PP&E (Program Analysis Br.)

NUMBER OF VACANCIES	POSITION AND GRADE	NUMBER AND CLOSING DATE	LOCATION OF POSITION
<u>WASHINGTON, D.C., cont...</u>			
1	Secretary Steno	GS-318-7 78-223 12-26-78	FNP, FOD
1	Secretary Steno or DMT, Permanent Part-Time (Promotion Potential to GS-6)	GS-318-5/6 78-224 12-18-78	PED
1	Clerk-Typist, Part-Time	GS-322-3	FOD (Com. Br., Alexandria, VA)

MOUNTAIN PLAINS REGIONAL OFFICE

1	Food Program Specialist	GS-120-11 MP-79-6 12-13-78	Denver, CO
1	Suprvy Food Prog. Spec1st	GS-120-12 MP-79-7 12-13-78	Denver, CO
1	Clerk-Typist Part-Time 39 hrs per week	GS-322-4 MP-79-4 12-12-78	Denver, CO
1	Secretary Steno	GS-318-5 MP-795 12-13-78	Denver, CO

MID-ATLANTIC REGIONAL OFFICE

1	Food Service Systems Spec1st	GS-301-11 12-6-78	NJ
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Prepared and Typed by: Venita B. Smith

THE FNS CALENDAR -- a look at what's ahead in the month of December:

- Dec. 1 -- Summer Food Service Program for Children, public meeting, in New York City. Jordan Benderly and Mid-Atlantic Regional Office personnel to attend.
- Dec. 4 - 6 -- National Dairy Council Meeting, in Chicago. Joan Luck to speak.
- Dec. 5 - 7 -- Food Procurement Workshop, in Boston. Administrator Straus to speak Dec. 5. Neill Freeman to attend.
- Dec. 18 - 20 -- Regional Administrators' Meeting, in Denver. Gene Dickey to speak.
- Dec. 25 -- Christmas Day -- Holiday.
- Dec. 29 -- FNS Staff Meeting.

(By Alma Holland)

